

SHELTON STATE COMMUNITY COLLEGE October 1998
THE KAREN PHIFER BROOKS AND SUSAN PHIFER CORK LIBRARY

General Information

Shelton State maintains two campus libraries to serve all students and employees, regardless of the program with which they are affiliated. The Martin Campus library, located on the Main Campus on Old Greensboro Road, houses over 37,000 books and carries over 350 current periodical subscriptions. Its holdings provide support for both vocational and academic programs. The Fredd Campus Branch Library houses approximately 1,000 books to support the programs based on that campus. In addition, the Fredd Campus Library Branch provides a small, basic reference collection and over 50 current periodical subscriptions.

Both libraries are open when class is in session, as indicated below. When classes are not in session (as during college holidays), the libraries are open Monday through Friday, 8:00 a.m.–3:00 p.m.

Martin Campus Library		Fredd Campus Library
Monday--Thursday Friday	7:30am--10:00pm 7:30am-- 5:00pm	Monday--Friday 8:00am--12:00pm (except Wed.) 1:00pm-- 5:00pm

Circulation Privileges

Students and employees may use either campus library. Books can be checked out for three weeks. Periodicals may be used by students only in the library. Employees may check out periodicals for brief time periods. Overdue fines are charged to students but not to employees. Replacement costs, however, apply to anyone who loses or damages an item borrowed from the library. Dial access to Shelby, the library's computer catalog, is available (procedures are available in the libraries).

Audiovisual Services

All library materials, print and non-print, are included in Shelby. A printed list of audiovisual holdings is available upon request from Jean Mack at the Fredd Campus or Jean Epps at the Martin Campus.

Use of audiovisual materials must be scheduled in advance to ensure availability. Delivery of audiovisual materials can be scheduled on the Martin Campus with Jean Epps or with Jean Mack on the Fredd Campus. Full information (e.g., title of audiovisual, equipment needed, room number, date, and time) are required for scheduling. AV personnel are not available to remain in a classroom to supervise use of audiovisual equipment but employees may ask for a brief training session for general equipment. There are several computer projection and video projection devices available as well; training on these, however, requires more time and a commitment from the user. There are no viewing rooms for class use on either campus. Individual viewing is available in the Information Commons section of the Main Campus Library and in the Fredd Campus Library. Small group viewing rooms are available in the Main Campus Library. Library AV materials cannot be moved from the home campus without approval of the library staff. No materials or equipment may be used for profit-making or fund-raising events. **ALL damages that occur when AV materials or equipment are off-campus must be repaired at the expense of the borrower.**

A limited amount of production equipment is available on both campuses. This includes cassette tape recorders, video cameras, and other equipment. Instructors should contact Sully Cochrane for information on producing audiovisual materials. All materials produced with college funds remain the property of Shelton State Community College. Off-the-air videotaping is permitted only within the strict guidelines provided in the U.S. copyright regulations. More specific information about copyright is available in the library.

There are many films at low or no cost to the colleges. Instructors who wish to rent a film or video may complete a request form, which is available in the AV Offices on each campus. Confirmation of booking will be sent to the instructor so that it can be scheduled accordingly. The library is not responsible for films or videos that are rented without prior library approval. COPYRIGHT REGULATIONS LIMIT THE USE OF VIDEOS PRODUCED FOR THE HOME MARKET (AND MADE AVAILABLE THROUGH LOCAL VIDEO STORES); CLASSROOM USE DOES NOT NECESSARILY CONSTITUTE "FAIR USE" UNDER COPYRIGHT REGULATIONS.

Ordering New Library/AV Materials

The Library Faculty seek the suggestions and assistance of faculty in the selection of materials for the library. Faculty members may simply provide a list of titles or catalog with order information. The Library Faculty welcomes general suggestions for addressing weaknesses in the collection. Book requests can be made to any member of the library staff. Audiovisual requests must be previewed before purchase; contact Sully Cochrane with AV requests. Periodical requests, for new titles as well as for Backfiles, should be directed to the Director of Library Services. The periodical collection is formally reviewed every two years for renewal with a common expiration date of December 31. When a new class or program requires immediate access to additional periodicals or other materials, requests for exceptions should be made to the Director of Library Services.

More current information is becoming available in CD-ROM format. The library is expanding its subscriptions and purchases of such information. Faculty requests are welcome. Internet/World Wide Web information is also available in the Library for research and information purposes. **E-mail accounts** are now available for employees. Contact Debbie Grimes or Chuck Boening for information.

FACULTY MEMBERS SHOULD BE AWARE that ordering materials is a lengthy process. If there is a specific need for a "rush order," the Director of Library Services should be notified and efforts will be made to accommodate the need. The Library does not routinely order licenses; some computer software is order for use by all employees for loading purposes only.

Reserve Circulation

At the request of faculty, materials (including books, articles, practice tests, audiovisual materials, equipment, geological specimen, etc.) may be placed on limited circulation. Instructors who wish to place an item on reserve should contact Tran Moore or anyone at the AV/Reserves desk in the Main Campus Library and Jean Mack at the Fredd Campus Library. Students should be directed to the AV/Reserves desk to ask for items, which are filed by faculty name. All items are removed from reserve at the end of each semester unless written notification is received from the faculty member. FAIR USE COPYRIGHT REGULATIONS GOVERN MANY ITEMS THAT MAY BE PLACED ON RESERVE.

Lon Alexander, Sr., Memorial Collection of Employee Publications

The Brooks-Cork Library maintains the Lon Alexander Memorial Collection, a special collection of books, articles, and other published materials, named in memory of history instructor Lon Alexander, Sr. Publications by any employee, full-time or part-time, can be donated to the collection, which is housed in a special bookcase in the Kiwanis Room on the Martin Campus. All donations must comply with copyright standards; for more information, contact Sully Cochrane.

Library Instruction

A formal program of library instruction is provided through two credit-bearing courses: LBS 101 (Library Skills) and LBS 102 (Research Skills). Students may enroll in either course for one hour of elective credit. The courses begin on the first day of classes and continue until the end of the semester. In addition, librarians will be happy to schedule orientation tours, lectures, handouts, and/or exercises at the request of any faculty member on either campus for any class. A number of handouts are already available and can be requested for classes. To arrange for a librarian to visit a class or provide instruction, faculty members should contact Glen Johnson (ext. 2327).

Gifts

The college has an established policy for receiving donations of any kind. Within the parameters of that policy, the library welcomes gifts of books, periodicals, and instructional materials, which add value to the collection and carry no conditions of use or disposition. Although the library does not make evaluations for tax purposes, a voucher listing all contributions will be provided for the donor.

Opinion Surveys

Brief surveys are submitted each spring to students and faculty as part of the library's program of evaluation. Additional comments or suggestions are welcome at any time. Evaluative comments should

be made to the Director of Library Services.

Other Libraries Available to Shelton State Employees

Shelton State maintains reciprocal library agreements with Stillman College and The University of Alabama. This means that employees have faculty privileges at libraries on those campuses. A current library card is required to activate these privileges. No card or identification is required for in-house use of these libraries.

Kiwanis Room (Faculty/Staff Research Room)

This room is set aside in the Martin Campus Library especially for use by college employees as a place for research, study, and reading; it is not intended as a place for meeting students or for regular group meetings.